

## TRAINING SUPPORT PACKAGE (TSP)

<b>TSP Number</b>	CF633R20
<b>TSP Title</b>	Unit Level Logistics System (ULLS)
<b>Task Number(s) / Title(s)</b>	<u>Individual</u> 091-CLT-3013, Manage the Unit Level Logistics System (ULLS)
<b>Effective Date</b>	01 Oct 2000
<b>Supersedes TSP(s)</b>	
<b>TSP Users</b>	
<b>Proponent</b>	The proponent for this document is Ordnance Center and School.
<b>Comments / Recommendations</b>	<p>Send comments and recommendations directly to:</p> <p>Department of the Army  Training Directorate  ATCL-A  401 1st St. Suite 227  Fort Lee, VA 23801-1511</p> <p>Or e-mail: townslen@lee.army.mil</p>
<b>Foreign Disclosure Restrictions</b>	This product has been reviewed by the product developers in coordination with the Ft. Lee foreign disclosure authority. This product is releasable to military students from all authorized requesting foreign countries without restrictions.

## PREFACE

### Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

<b>Task Number:</b> 091-CLT-3013
<b>Title:</b> Manage the Unit Level Logistics System (ULLS)
<b>Conditions:</b> In a field or garrison environment, given a computer system(s) with Unit Level Logistics System-Ground (ULLS-G) software, database of equipment files, associated Army Materiel Status System (AMSS) software, ULLS operator, and applicable references.
<b>Standards:</b> Supervised ULLS-G functions of a unit-level maintenance shop IAW applicable references.

This TSP  
Contains

## TABLE OF CONTENTS

PAGE

The Table of Contents needs to be regenerated using F9!

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**CF633R20 version TATS / Unit Level Logistics System (ULLS)  
01 Oct 1999**

**SECTION I. ADMINISTRATIVE DATA**

<b>All Courses Including This Lesson</b>	<u>Course Number</u>	<u>Course Title</u>
	091-52C30	Utilities Equipment Repairer (BNCOC)
	091-52C30 (63J)	Utilities Equipment Repairer (BNCOC)
	091-52D30	Power Generation Equipment Repairer
	091-63B30	Light Wheel Vehicle Mechanic BNCOC
	091-63D30	Self-Propelled Field Artillery System Mechanic (BNCOC)
	091-63D30 (45D)	Self-Propelled Field Artillery System Mechanic (BNCOC)
	091-63E30	M1A1 Abrams System Mechanic
091-63T30-TATS	Bradley Fighting Vehicle Mechanic (BNCOC)	
<b>Task(s) Taught(*) or Supported</b>	<u>Task Number</u>	<u>Task Title</u>
		<u>Individual</u>
	091-CLT-3013 (*)	Manage the Unit Level Logistics System (ULLS)
<b>Reinforced Task(s)</b>	<u>Task Number</u>	<u>Task Title</u>
<b>Academic Hours</b>	The academic hours required to teach this TSP are as follows:	
		<b>ADT</b>
		<u>Hours/Methods</u>
		4.0 / Conference / Discussion
		4.0 / Practical Exercise (Performance)
	Test	.0
	Test Review	.0
	Total Hours:	8.0
<b>Prerequisite Lesson(s)</b>	<u>Lesson Number</u>	<u>Lesson Title</u>
	None	
<b>Clearance Access</b>	Security Level: Unclassified	
	Requirements: There are no clearance or access requirements for the lesson.	
<b>References</b>		
	<u>Number</u>	<u>Title</u>
<b>Student Study Assignments</b>	<u>Date</u>	<u>Additional Information</u>
	Have students read the following material prior to class: ULLS-G Commander's Guide (AISM-25-L3Q-AWC-ZZZ-CG) Section I, II, III, IV. AR 710-2, Table 1-1, Paragraph 2-21 (Supply Update) DA PAM 710-2-1, Chapter 8	
<b>Instructor Requirements</b>	One. The instructor must have a working knowledge of unit maintenance operations (PLL, TAMMS, readiness reporting) and the ULLS system.	

**Additional  
Support  
Personnel  
Requirements**

None

**Equipment  
Required  
for Instruction**

**Name**

**Quantity**

**Expendable**

None

**Materials  
Required**

**Instructor Materials:**

Suppl 1, Practical Exercise  
Overhead Projector  
Screen

**Student Materials:**

All listed references  
Blank disk

**Classroom,  
Training Area,  
and Range  
Requirements**

**Ammunition  
Requirements**

**Name**

**Student Qty**

**Misc Qty**

None

**Instructional  
Guidance**

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

1. It is your responsibility to research, understand, and guide the class discussion so that all material is presented according to the lesson plan.
2. Review lesson plan and student materials at least two weeks before scheduled class.
3. Ensure that student study assignments have been given out.
4. When asking stated questions in the lesson plan, allow class to answer as best as possible prior to providing the correct answer. Lead them to see information for themselves.
5. Upon completion of training, ensure that computers are reset. This is done by reloading the ULLS-G database. Go to <Utilities> <Restore Data Base Menu>

**Proponent  
Lesson Plan  
Approvals**

**Name**

**Rank**

**Position**

**Date**

## SECTION II. INTRODUCTION

Method of Instruction: Conference / Discussion  
 Instructor to Student Ratio is: 1:16  
 Time of Instruction: 5 mins  
 Media: Small Group Instruction (SGI)

**Motivator** Automation is firmly established in the civilian marketplace as well as in the Army.  
 A key to  
 your success as a Noncommissioned Officer is the understanding the ULLS-G  
 computer system  
 and its functions. The Unit Level Logistics System software will be your primary  
 tool for  
 managing unit maintenance management operations at the unit motor pool.

### Terminal Learning Objective

**NOTE:** Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

<b>Action:</b>	091-CLT-3013 / Manage the Unit Level Logistics System (ULLS)
<b>Conditions:</b>	Given a group discussion and practical exercise in a classroom environment.
<b>Standards:</b>	IAW applicable references.

### Safety Requirements

Ensure computer cables are properly attached and away from foot traffic areas.

### Risk Assessment Level

Low

### Environmental Considerations

Dispose of used paper in recycle containers.

### Evaluation

None.

### Instructional Lead-In

None.

## SECTION III. PRESENTATION

**NOTE:** Inform the students of the Enabling Learning Objective requirements.

### A. ENABLING LEARNING OBJECTIVE A

<b>ACTION:</b>	Describe the multiple processes that ULLS-G automates to include supply, maintenance and utilities.
<b>CONDITIONS:</b>	In a classroom environment.
<b>STANDARDS:</b>	Student will accurately discuss the processes that ULLS-G provide the Unit Maintenance Officer and how they benefit unit maintenance IAW applicable references

1. Learning Step / Activity 1. The instructor will utilize the VGTs on the screen and students will discuss each VGT.

Method of Instruction: Conference / Discussion  
 Instructor to Student Ratio: 1:16  
 Time of Instruction: 3 hrs  
 Media: Group-paced Instruction

#### **NOTE: Show VGT-1 (ULLS)**

ULLS was designed to enhance unit readiness by eliminating almost all of the old paperwork / stubby pencil effort we used in the past. The ULLS-G program increases productivity in the motor pool by speeding up the process of reporting special reports, forms and by reducing the mistakes made on previous manual forms. ULLS-G assist the Commander and maintenance officers in managing and inspecting their unit's Class IX Supply, the Army Maintenance Management System (TAMMS) and the Army Material Status System (AMSS). ULLS-G reduces the research and processing time, lowers the error rate and allows the unit to save money in man-hours and make inventory management more efficient.

#### **NOTE: Show VGT- 2 (Software)**

The software we currently use is Software Change Package (SCP) 06, Interim Change Package (ICP) 03. This package prepares the monthly DA Form 2406 Front side, 3266 and eliminates the DD Form 314. The DA Form 2406 will be transferred to a 5 1/4"

#### **NOTE: Show VGT-3 (Hardware)**

- a. The computers we use in the ULLS Lab are 486's. This was a specific requirement when SCP-05 was released. This will be needed due to the increased data base, and RAM needed due to the implementation of AMSS in SCP-05.
- b. The 486 computer contains a 450 Meg. hard drive which is used to store the ULLS-G, and training files (only). It also contains a 5 1/4" floppy drive unit to produce the supply and maintenance transaction diskettes, and a 3 1/2 " disk drive. The system uses an internal CD ROM which is used to read ARMYLOG and FEDLOG, and an 80 MG tape drive used for **daily back up**.
- c. The keyboard, monitor, and printer are standard hardware.
- d. This computer is also set up with an internal modem used with the telecommunications program (BLAST), in the ULLS-G program.

#### **NOTE: Show VGT-4 (DOCUMENT REGISTER)**

The Document Control Register (DCR) in ULLS-G is automatically updated when requests, receipts, turn-ins, and status' are processed. This can be done both manually or automated. It also identifies parts on order for inoperative equipment and parts received, but not installed. There is no column "H" as on the manual DA Form 2064. This is done by producing the Commanders Exception Report on a **daily** basis which shows all high priority (01-06), and high dollar request (**\$500.00 and above**). The Commanders Exception Report must be initialed, signed, and filed with the purged document register for **2 years**. The document register must be purged monthly and **filed for 2 years**.

#### **NOTE: Show VGT-5 (PLL/CATALOG)**

The Prescribed Load List (PLL) provides authorized PLL levels, bin locations, and zero balance information. A demand analysis process is also provided to recommend additions, and deletions to the PLL, as well as stock adjustments for increases and decreases to the PLL. The ULLS-G software automatically generates a replenishment request each time a PLL item is issued. ULLS-G features a Class IX Catalog (tailored AMDF), which should be updated on a monthly basis.

#### **NOTE: Show VGT-6 (DA Form 2765)**

ULLS-G automates the request process, and replaces the manual DA Form 2765 by generating request for issue, turn-in, cancellations, and follow-ups. ULLS-G produces a Daily Supply Transaction diskette which the clerk takes to the supporting SSA to process the requests on a daily basis. **Emphasize DAILY!**

#### **NOTE: Show VGT- 7 (DA Form 2401/ DD Form 1970)**

ULLS-G automates the dispatch, and control log procedures. It produces the dispatch control log similar to the DA Form 2401, and an Equipment Dispatch similar to the DD Form 1970. The Dispatch Control Log purges automatically on the first day of the month when the computer is turned on. This report must be filed for 30 days. ULLS-G can process both routine dispatches as well as alert dispatches. Alert dispatches processes all of the units dispatches with the default operators assigned to the equipment. The ULLS-G



dispatch form incorporates information from the DD Form scheduled service and AOAP data.

314 (Front side) for

**NOTE: Show VGT- 8 (DA Form 5988-E)**

ULLS-G produces the Equipment Maintenance and Inspection Worksheet similar to the DA Form 2404. The automated worksheet incorporates information from the manual DD Form 2408-14 (uncorrected fault record).

**NOTE: Show VGT- 9 (DA Form 348)**

ULLS-G automates Operator Qualification Records, similar to the DA Form 348. It also provides an operator ID card similar to the OF 346. Special codes are used for equipment qualification, as well as for training. Other codes can be user created using ZA-ZZ, or UA-UZ as stated in the ULLS End Users Manual. SCP-06 has added a new menu and submenu for licensing operators.

**NOTE: Show VGT- 10 (AOAP)**

ULLS-G automates all AOAP request similar to the DD Form 2026. The automated 2026's are updated as equipment is returned from dispatch. Special samples can be printed using the component option. Routine samples can be printed by Admin Number and for the DODAAC. ULLS-G automates the DD Form 2026's (DA Form 5991E). Discuss the importance of the program and how to check all of the equipment by bouncing the Equipment Data File with components against the master printout from the AOAP lab.

**NOTE: Show VGT- 11 (AMSS/MMDF/AMSS AUTHORIZATION)**

Discuss the Army Material Status System and how the ULLS-G system works. Explain how the Maintenance Master Data File (MMDF) works with ULLS-G, where it comes from, and how it is updated. Discuss the AMSS Authorization file, how it is updated, and what it consists of.

**NOTE: Show VGT- 12 (NMC Report)**

ULLS-G provides a non-mission capable report for the unit (DODAAC). This report is used to monitor all dead lined equipment for the unit. Note that this report provides NMC data for all equipment; not just vehicles. Weapons should be reported on this report, as well as communications equipment. The NMC report provides pertinent data to include deadline dates, status', repair part documentation, and support maintenance status. These status' will be updated on a **daily basis** provided the ULLS-G clerk Submits and receives the daily transfer diskettes to and from SAMS/SARSS. This is the report that is used to brief the unit commander on a daily basis. SCP-06 has added AMSS reports which track unit readiness for all of our equipment.

**NOTE: Sshow VGT- 13 (Maintenance Request)**

ULLS-G provides the maintenance request similar to the manual 2407. The automated 2407 is quicker and automatically updates the maintenance and inspection worksheet and the NMC report. ULLS-G provides **two copies** of the request and **one copy** of the maintenance and inspection worksheet to bring forward to the direct support maintenance shop. Prior to bringing the maintenance request to DS maintenance, the clerk will process a "send SAMS transaction" diskette to forward the unit deadline data. This diskette will contain the equipment data for the job order to be opened, as well as all the unit dead lined data to be transferred to SAMS II.

**NOTE: Show VGT- 14 (SDI) SAGE DATABASE INQUIRE**

SDI replaced QBE, and is a database query system that enables the user to search the database and generate specialized/tailored reports. Queries are created by selecting individual data fields to provide the information that is desired on the report. The Reports can be displayed on the screen or printed.

**NOTE: Show VGT- 15 (OSC) OBJECTIVE SUPPLY CAPABILITY**

Provides the capability to gain visibility and to have access to needed repair parts at designated levels of supply. OSC utilizes a modem/DDN communications line to access a mainframe computer system called "Gateway", located in St. Louis, Missouri. The system scans the DS maintenance shops in their geographical location through the asset balance file of the ASL. OSC provides immediate feedback (status). If the OSC can't order the part, an OSC flag is placed on the requisition, and is ordered when the daily diskette is processed to the SARRS. This function is only available where the command has opted for the interface capability.

**NOTE: Show VGT- 16 (SOP)**

Standing Operating Procedures for ULLS-G is very important to the unit. The unit has only one computer to accomplish a multitude of tasks. Because of this, units must establish certain times of the day for the clerk to process required data, and interface with supporting agencies. This will reduce conflict that would occur without an SOP. The SOP should also cover maintenance and training for the ULLS-G system.

**NOTE: Show VGT- 17 (Security )**

ULLS-G provides a security system for individual as well as group access to the ULLS- G program. This is provided to ensure only those who need access to certain functions within the program are allowed access rights. The commander is assigned to give him/her access to all security accesses to include adding, modifying, inquiring or deleting users and groups. It is important to ensure that access rights be kept secured.

**NOTE: Show VGT- 18 (CSS AMO)**

Combat Service Support Automation Management Office. Explain that these are the people who support the repair of the computer system and system files. They also provide assistance with the input of change packages to the system.

**NOTE: Show VGT- 19 (End Users Manual)**

This manual explains how to access reports, displays a copy of each report, and how to maintain the system. The manual covers all the various codes used throughout the ULLS-G program. The EUM is on the computer with on line help with SCP-06 by typing the **(F6)** key when in any process.

**NOTE: Show VGT- 20 (DODAAC File)**

The ULLS-G provides a means to place multiple DODAAC, up to 10 on the system. The DODAAC parameter displays who the unit is, the supporting agencies, supply parameters, hardware parameters and interface parameters. The commander's password is needed to access, add, change or delete any data in the Unit Parameter File.

**NOTE: Show VGT- 21 (Interface SAMS/SARRS/BLAST)**

ULLS-G interfaces with SAMS and SARRS on a **daily** basis utilizing a 5 ¼ diskette. This is used to transmit unit deadline data, and to requisition repair parts. Status is also received on these diskettes to update the unit deadline report, maintenance and inspection worksheets, document control register, and the maintenance request register. Unit deadline data passed to SAMS1 is then passed to SAMS2. Emphasize "DAILY". At SAMS2, deadline data is reported on the 026 and 003 reports, and must be used to report unit readiness. The 026 report at SAMS2 is the 2406 backside that is transferred to LOGSA. Discuss Blast and how it works.

**NOTE:** Conduct a check on learning and summarize the learning activity.

**CHECK ON LEARNING:** Conduct a check on learning and summarize the ELO.

Ask students the following questions to determine if they understand or have met the ELO above.

**QUESTION:** How often is the DCR purged, and how long is it filed for?

**ANSWER:** Monthly, filed for two years.

**REF:** Commanders guide, p.20, and EUM, p.4-52

**QUESTION:** What does the PLL stock code CS mean, and who must approve these lines on your PLL?

**ANSWER:** CS= Combat Stockage (mandatory stockage), lines that are non-demand

**REF:** EUM, p.F-25, AR 710-2-1, Chap 8

**QUESTION:** How often does the clerk interface with SAMS and SARSS?

**ANSWER:** Daily

**REF:** EUM, p.4-27, 7-136

## B. ENABLING LEARNING OBJECTIVE B

<b>ACTION:</b>	Describe the organization of the ULLS Commanders Guide.
<b>CONDITIONS:</b>	In a classroom environment.
<b>STANDARDS:</b>	Identify the organization of the guide, discuss the source, frequency, and purpose of the reports IAW applicable references.

### 1. Learning Step / Activity 1. The students will discuss the ULLS Commanders Guide.

Method of Instruction: Conference / Discussion  
 Instructor to Student Ratio: 1:16  
 Time of Instruction: 25 mins  
 Media: Group-paced Instruction

1. The Commanders Guide is a tool to familiarize leaders with available information concerning ULLS-G. It is designed to assist in managing and inspecting the unit's Class IX supply and The Amy Maintenance Management System.
2. Noncommissioned Officers should ensure that leaders in the field are familiar with ULLS-G. Providing them with a copy of the Commander's Guide will help them participate and understand supply and maintenance operations.
3. Discuss each report presented in the commanders guide (briefly). Students will become thoroughly familiar with each report during the PE.

**NOTE:** Conduct a check on learning and summarize the learning activity.

**CHECK ON LEARNING:** Conduct a check on learning and summarize the ELO.

**QUESTION:** How often is the Commanders Exception Report ran, and what is on this report?

**ANSWER:** It is ran daily, prior to sending transactions to SOS. All requisitions that are 01-06, and over \$500.00.

**REF:** EUM, p. 11

**QUESTION:** How often should you review the Non-Mission Capable Report?

**ANSWER:** Daily

**REF:** EUM, p. 13

## C. ENABLING LEARNING OBJECTIVE C

<b>ACTION:</b>	Describe the outline of the ULLS-G main/sub menu.
<b>CONDITIONS:</b>	In a classroom environment.
<b>STANDARDS:</b>	Identify the body and structure of the menu and where to find the various processes that ULLS-G is capable of IAW applicable references.

1. Learning Step / Activity 1. The students will complete a Practical Exercise on the ULLS-G menu.

Method of Instruction: Practical Exercise (Performance)  
 Instructor to Student Ratio: 1:16  
 Time of Instruction: 1 hr  
 Media: Group-paced Instruction

**NOTE:** Conduct a check on learning and summarize the learning activity.

**CHECK ON LEARNING:** Conduct a check on learning and summarize the ELO.

## D. ENABLING LEARNING OBJECTIVE D

<b>ACTION:</b>	In an instructor led PE, students will access, process, interpret, and manipulate ULLS-G reports and data.
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<b>CONDITIONS:</b>	In a classroom environment, with ULLS-G computers, applicable references, and the PE.
<b>STANDARDS:</b>	The students will identify, access, process, interpret, and manipulate ULLS-G reports and data.

1. Learning Step / Activity 1. The students will access, process, interpret, and manipulate ULLS-G reports and data.

Method of Instruction: Practical Exercise (Performance)  
 Instructor to Student Ratio: 1:16  
 Time of Instruction: 3 hrs  
 Media: Group-paced Instruction

1. The instructor will brief the class that this is an instructor led practical exercise designed to cover the processes that ULLS-G provides. Students will stay with the instructor throughout the exercise.

2. Students are highly encouraged to open discussion during the PE, and utilize real life/field experiences to enhance the effectiveness of the class. The instructor will be asking multiple questions throughout the PE that will require the students to look up the answers in the supply update and the maintenance update.

3. After the PE is completed, a question/review period will be conducted. The instructor will be aware of weaknesses the class is experiencing; and with time remaining, will attempt to recover those areas.

4. Have students log-off the computers, and remind them that in a normal day in the unit, a back-up of data would be required, but is not required in the school. Rebuild data base at the end of the day.

**NNO** **NOTE:** Instructor will reset the data base back to the original state, from the C prompt type in **"reset"**.

**QUESTION:** Where on the menu is the commanders exception report?

**ANSWER:** Under the request for issue process, letter A.

**REF:** EUM, p. 4-4.

**QUESTION:** Where on the menu would you go to request DS maintenance on a piece of equipment?

**ANSWER:** Under the Maintenance Request, letter L-2.

**REF:** EUM, p. 7-139.

**QUESTION:** Where on the menu would you send AMSS data forward to higher headquarters for the end of month report?

**ANSWER:** M-6

**REF:** EUM, p. 8-30

**NOTE:** Conduct a check on learning and summarize the learning activity.

**CHECK ON LEARNING:** Conduct a check on learning and summarize the ELO.

## SECTION IV. SUMMARY

Method of Instruction: <u>Conference / Discussion</u>
Instructor to Student Ratio is: <u>1:16</u>
Time of Instruction: <u>20 mins</u>
Media: <u>Group-paced Instruction</u>

### Review / Summarize Lesson

**QUESTION:** State the report that provides status for equipment sent to direct support maintenance.

**ANSWER:** Maintenance Request Register.

**QUESTION:** State the report that accompanies the SAMS Transaction Diskette to Direct Support Maintenance.

**ANSWER:** SAMS Transaction Listing .

**QUESTION:** State how often Organizational Maintenance should submit a disk to Direct Support Maintenance.

**ANSWER:** Daily

**Transition To  
Next Lesson**

NONE

### Check on Learning

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Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

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## SECTION V. STUDENT EVALUATION

### Testing Requirements

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**NOTE:** Describe how the student must demonstrate accomplishment of the TLO standard. Refer student to the Student Evaluation Plan.

The test will be administered during the lesson ABDBEG. You (the student) will have two hours to take a written exam on ULLS / TAMMS with references, you must make at least 70 % accuracy.

**NOTE:** Refer students to the Student Evaluation Plan.

### Feedback Requirements

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**NOTE:** Rapid, immediate feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

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**Appendix A Viewgraph Masters (N/A)**

**Appendix B Test(s) and Test Solution(s) (N/A)**

## PRACTICAL EXERCISE SHEET 1

<b>Title</b>	The student will describe the ULLS-G main/submenu.						
<b>Lesson Number/Title</b>	CF633R20 version TATS / Unit Level Logistics System (ULLS)						
<b>Introduction</b>							
<b>Motivator</b>	<p>Automation is firmly established in the civilian marketplace as well as in the Army.</p> <p>A key to your success as a Noncommissioned Officer is the understanding the ULLS-G computer system and its functions. The Unit Level Logistics System software will be your primary tool for managing unit maintenance management operations at the unit motor pool.</p>						
<b>Terminal Learning Objective</b>	<p><b>NOTE:</b> The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1"> <tr> <td><b>Action:</b></td> <td>091-CLT-3013 / Manage the Unit Level Logistics System (ULLS)</td> </tr> <tr> <td><b>Conditions:</b></td> <td>Given a group discussion and practical exercise in a classroom environment.</td> </tr> <tr> <td><b>Standards:</b></td> <td>IAW applicable references.</td> </tr> </table>	<b>Action:</b>	091-CLT-3013 / Manage the Unit Level Logistics System (ULLS)	<b>Conditions:</b>	Given a group discussion and practical exercise in a classroom environment.	<b>Standards:</b>	IAW applicable references.
<b>Action:</b>	091-CLT-3013 / Manage the Unit Level Logistics System (ULLS)						
<b>Conditions:</b>	Given a group discussion and practical exercise in a classroom environment.						
<b>Standards:</b>	IAW applicable references.						
<b>Safety Requirements</b>	Ensure computer cables are properly attached and away from foot traffic areas.						
<b>Risk Assessment Level</b>	Low						
<b>Environmental Considerations</b>	Dispose of used paper in recycle containers.						
<b>Evaluation</b>	None.						
<b>Instructional Lead-In</b>	None.						
<b>Resource Requirements</b>	<p>Instructor Materials:</p> <p>Suppl 1, Practical Exercise</p>						

**Special  
Instructions  
Procedures**

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Overhead Projector  
Screen

Student Materials:  
All listed references  
Blank disk

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**NOTE:** Have students turn on computers.

1. Explain to the students how to determine which software package is presently running. This is done by looking in the upper right hand corner of the screen.  
 ULLS-G is presently on SCP-06, CP (Interim Change Package) 04. The date is in the upper left hand corner. The training package runs on 1995. The "G" on ULLS -G stands for "Ground". Explain to the students that you must have a User ID and Password to get into the system. This is part of the security system. The User ID is "D3" and the Password is "D3". Insure students know to use the "TAB" key between the User ID and Password. The "TAB" key is used throughout the program.
2. Take the students through the menu and explain the "Main Menu", and the "Sub Menu" of each process. Explain to the students how to move through the menu using the arrow keys, and/or by typing the corresponding letter/number of the process they need to enter. Explain how to access the End Users Manual (F6), and practice using it with the students. Begin with the request for issue process.

**NOTE:** When in the **main menu**, and the manual is accessed, the table of contents appears.  
This is because you're not in a **"process"**.

3. Tell the students that the upper half of the Main Menu deals with supply (PLL), and the lower half of the Main Menu deals with maintenance; (TAMMS), and Unit Readiness Reporting (AMSS).

**QUESTION:** Where on the menu is the commanders exception report?

**ANSWER:** Under the request for issue process, letter A.

**REF:** EUM, p. 4-4.

**QUESTION:** Where on the menu would you go to request DS maintenance on a piece of equipment?

**ANSWER:** Under the Maintenance Request, letter L-2.

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**REF:** EUM, p. 7-139.

**QUESTION:** Where on the menu would you send AMSS data forward to higher headquarters for the end of month report?

**ANSWER:** M-6

**REF:** EUM, p. 8-30

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**Feedback  
Requirements**

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**SOLUTION FOR  
PRACTICAL EXERCISE 1**

## PRACTICAL EXERCISE SHEET 2

<b>Title</b>	The student will analyze and interpret ULLS-G reports and data.						
<b>Lesson Number/Title</b>	CF633R20 version TATS / Unit Level Logistics System (ULLS)						
<b>Introduction</b>	<p>The purpose of this exercise is to provide hands-on experience with the input/output of the ULLS-G computer. This exercise will provide the opportunity to analyze and interpret reports and is also intended to incorporate the use of the ULLS-G End User Manual with the supply and maintenance update.</p>						
<b>Motivator</b>	<p>Automation is firmly established in the civilian marketplace as well as in the Army.</p> <p>A key to your success as a Noncommissioned Officer is the understanding the ULLS-G computer system and its functions. The Unit Level Logistics System software will be your primary tool for managing unit maintenance management operations at the unit motor pool.</p>						
<b>Terminal Learning Objective</b>	<p><b>NOTE:</b> The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1"> <tr> <td><b>Action:</b></td><td>091-CLT-3013 / Manage the Unit Level Logistics System (ULLS)</td></tr> <tr> <td><b>Conditions:</b></td><td>Given a group discussion and practical exercise in a classroom environment.</td></tr> <tr> <td><b>Standards:</b></td><td>IAW applicable references.</td></tr> </table>	<b>Action:</b>	091-CLT-3013 / Manage the Unit Level Logistics System (ULLS)	<b>Conditions:</b>	Given a group discussion and practical exercise in a classroom environment.	<b>Standards:</b>	IAW applicable references.
<b>Action:</b>	091-CLT-3013 / Manage the Unit Level Logistics System (ULLS)						
<b>Conditions:</b>	Given a group discussion and practical exercise in a classroom environment.						
<b>Standards:</b>	IAW applicable references.						
<b>Safety Requirements</b>	Ensure computer cables are properly attached and away from foot traffic areas.						
<b>Risk Assessment Level</b>	Low						
<b>Environmental Considerations</b>	Dispose of used paper in recycle containers.						
<b>Evaluation</b>	None.						



## Instructional Lead-In

None.

## Resource Requirements

Instructor Materials:

Suppl 1, Practical Exercise

Overhead Projector

ScreenUnit

Supply Update 14, Maintenance Management Update 14 ULLS END USER  
MANUAL,  
COMMANDERS GUIDE

Student Materials:

All listed references

Blank disk

## Special Instructions

This is an instructor led practical exercise. It is broken down into multiple tasks.

Students will adhere to the instructors pace. The instructor will provide the opportunity for student/instructor discussion following each task.

## Procedures

The purpose of this exercise is to provide hands-on experience with the input, and output of the ULLS-G computer.

This exercise

will provide the opportunity to analyze, a use of the ULLS-G End User Manual with the supply and maintenance update.

**TASK 1:** Prepare a DA Form 348, and DA Form 5984

**ACTION:** Prepare a DA Form 348, and DA Form 5984 on yourself.

**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully preparing the two forms.

1. Student will prepare a DA Form 348 with their personal information. **MENU: J-7-1**
2. Students will license themselves on the following equipment: HMMWV, 5 ton and below, M3 Bradley.
3. Restrictions: With Glasses
4. Remind students to include training for everything they are licensed on.

- 
5. Students will add two equipment class codes.

**MENU: J-9-1.**

- a. UA: Yukon Stove
- b. ZA: 3.5 HSP Mower

**NOTE:** Discuss the class codes that can be used in ULLS.(UA-UZ, ZA-ZZ) These codes are used at battalion level for particular equipment and training. Codes used by ULLS are too basic!

6. Have students add these new qualifications to their DA Form 348, to include the training. **MENU: J-8-2**

7. Have the students print their license (DA Form 5984), followed by their DA Form 348. After they print them, the instructor will review for accuracy. Students will correct any discrepancies.

**NOTE: Class Discussion** (Have students look up answers)

- 1. What is your license number? **last initial/last four**
- 2. Who signs the licenses? **Commander**
- 3. Who is designated as verifier, and road test examiner.  
**Commanders designated rep.**
- 4. What AR covers drivers testing and licensing? **AR 600-55**
- 5. Open discussion on the benefits of a driver training program.

**TASK 2:** Add Equipment to the data base

**ACTION:** Add a system to the equipment data base.

**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully adding the equipment to the data base.

- 1. Students add a tank and pump unit weapon system to the data base. The main item must be entered first (TPU), and then the subsystem second (5 ton truck).
- 2. **MENU: J-enter(equipment add), highlight add prime system**  
Key in the following information:

ADMIN NO: D15

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key in (4930009878576) ENTER  
SER NO: MC5387  
REG NO: USA78621

**THIS IS NOT A SUBSTITUTE ITEM NOR AN IN-LIEU-OF ITEM (N)**

ERC: A  
CLASS CODE: UP  
FUEL: D  
YR MFG: 68  
OP LIC NO: C4479  
DISP DEST: FTX SITE  
OFF USER: SGT Williams PH: 5551212

**SERVICE WILL BE ADDED (Y)**

LAST SERVICE: Q  
DATE DONE: 28 JUL 95  
MI: 0  
SERVICE INT: 150  
DATE DUE: already DONE  
MI/HR/KM: 150

**No additional Services: press enter**

**OTHER SERVICES DUE:**

SERVICE: T1  
DATE DUE: 30 JUL 96  
MI/KM/HR: 600  
ENTER

**NO COMPONENTS WILL BE ADDED  
SUBSYSTEM MANAGEMENT**

**KEY IN (4) FOR SUBSYSTEM MANAGEMENT  
ENTER FOR DODAAC**

KEY IN (D15)  
KEY IN F2 to add a subsystem  
Highlight M923  
KEY IN (D15M)  
SER NO: 1288316

**THIS IS NOT A SUB/IN-LIEU-OF**

MILES: 15  
CUMULATIVE READING: 15  
ALERT DISP: A  
ERC: A  
EQUIP. CLASS CODE: W3  
FUEL: D  
TAB TWICE: skip over key no. and EQ LIC NO.  
WARRANTY EXP: 20 JUL 97  
YR MFG: 95  
PRIMARY OPERATOR: C4479

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DISP. DEST: POL POINT  
OFF. USER: SGT Williams PH: 5551212

**SERVICES WILL BE ADDED: (Y)**

**LAST PMCS: B**

DATE: 25 JUL 95  
MI/HR/KM: 15

**SEMI-ANNUAL: Y**

INTERVAL: 6000  
DATE DUE: 21 JAN 96  
MI/HR/KM: 6015

**ANNUAL: Y**

INTERVAL: 12000  
DATE DUE: 24 JUL 96  
MI/HR/KM: 12015

**BI-ENNIAL**

INTERVAL: 24000  
DATE DUE: 24 JUL 97  
MI/HR/KM: 24015

**OTHER SERVICES:**

T1 ANNUAL BRAKE TEST  
25 JUL 96  
12015

Z OIL ANALYSIS  
2 NOV 95  
4015

**COMPONENTS WILL BE ADDED**

SERIAL NO.: 76342679  
NOUN: ENGINE  
MODEL: CUM NHC-250  
MI/HR/KM: H  
CURRENT READING: 1  
USAGE: 1  
USAGE: 1  
OIL TYPE: 15W40  
TAB> NO OIL ADDED  
SAMPLE INDEX NO.: 42679

**ADDITIONAL COMPONENT:**

SERIAL NO.: 6532413792  
NOUN: TRANSMISSION  
MODEL: MT-654-1  
MI/HR/KM: H  
CURRENT READING: 1  
USAGE: 1  
USAGE: 1  
OIL TYPE: OE-10

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TAB> NO OIL ADDED  
SAMPLE INDEX NO.: 13792

**NO ADDITIONAL COMPONENTS**

**NOTE: CLASS DISCUSSION**

1. How does the ULLS computer know if a system is configurable? **MMDF- Maintenance Master Data File**
2. Where does the MMDF come from? **LOGSA, SAMS II, SAMS I, then to ULLS.**
3. Discuss how important accuracy is when inputting this information, and what kind of problems can occur when it is inaccurate.
4. What report can ULLS produce to verify the accuracy of data files? Print EDF files **MENU: K-8-(1-)**

**TASK 3:** Dispatch and return equipment from dispatch. Students will check dispatch control log, and provide an availability list.

**ACTION:** Dispatch and return equipment on dispatch, check equipment control log, and provide an equipment availability list.

**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully dispatching and returning equipment on dispatch, and producing a copy of the equipment availability list. Students will also demonstrate the ability to produce, and read the equipment control log.

1. Prior to dispatching equipment, we must know what is available. Students will produce an equipment availability report. **MENU: K-2-1**

**NOTE:** Discuss all options (NON-AVAIL/ PRINT ALL)

2. Discuss who, when, and why this report is used.
3. Dispatch D20 to yourself with 5988E. **MENU: I-1-1**
4. Dispatch D51 to default operator
5. Dispatch D6 to default operator, with your partner as the additional operator.

**NOTE: CLASS DISCUSSION**

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1. Where did default operator come from? EDF
  2. Discuss extended dispatches/control.
  3. Discuss dispatching equipment with overdue services.
  4. Discuss 5988E.
    - a. Maint.. faults w/parts
    - b. Finding a 5988E without any faults or parts noted.
    - c. Parts status; importance, how is it posted?
    - d. Are TM's up to date?

5. Return D51 from dispatch **MENU: I-1-3**

**NOTE:** When returning from dispatch, the operator noted the head gasket was leaking. Put it in the remarks block!

Mileage: 21850  
Fuel added: 5 gal.  
Component Usage: add 1 Hr to each

6. Return D6 from dispatch

**NOTE:** When returning from dispatch, the operator noted that the radiator hose was leaking. Put it in the remarks block!

Mileage: 16169  
Fuel added: 5 gal.

7. Print the Equipment Control Log **MENU: I-4**

**NOTE: CLASS DISCUSSION**

- a. When is the control log purged? 1st day of the month
  - b. How can you tell when equipment is not returned in a timely manner? **Date and time returned on log, filed for 30 days.**
  - c. How long do you keep the control log when an accident has occurred? Until the investigating officer has released the equipment.
  - d. When should the dispatcher check the control log?  
**Prior to the end of each day, to ensure all dispatches are returned before shutting down the system.**
-

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**TASK 4:** Add maintenance faults, and correct maintenance faults on equipment

**ACTION:** Students will add and delete maintenance faults on equipment.

**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully adding and deleting faults with required information to equipment.

**NOTE:** Faults for both pieces of equipment are deadline faults. **MENU: I-3-1**

1. Student will add the maintenance fault "**headgasket leaking**" to **D51**. Students will use the F1 key and add required information at the prompts.
2. Students will add the maintenance fault "**radiator hose leaking**" to **D6**. Students will use the F1 key and add required information at the prompts.
3. Students will correct the maintenance fault "**seat ripped**" for **D1**. **MENU: I-3-2** Students will access the modify/correct screen by pressing F3, typing in their operator license number, and pressing page down. Students need to be aware of the prompts at the bottom of the screen.

**NOTE:** Students will be prompted that they cannot delete the fault due to parts being on order!

4. Students will correct the maintenance fault "**CL. 1 leak**" on **D6** using the same procedure as above.

Action Code: C  
Corrective Action: Repaired  
Operator: Yourself  
Crew level  
2 hrs  
ENTER to Process

**NOTE:** Have students use the F6 key to display corrected faults.

**NOTE:** STUDENT DISCUSSION

- a. What happens with the 2 hrs annotated on the corrective action? **Goes forward on the man hr. accounting report**

- 
- b. What was updated when you added an X fault for the equipment? **Maintenance Request Register, 5988E, Non-mission Capable Report, AMSS Reports, 026/003 Reports.**
  - c. How does this affect the AMSS reports? **The ULLS computer will compute downtime for the monthly 2406 frontside, as well as the 026 report that will be transferred to LOGSA.**

**TASK 5:** Receive parts, Install parts, DCR Inquiry, and delete faults to equipment.

**ACTION:** Students will receive parts, install parts, do a DCR inquiry, and delete faults on equipment.

**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully receiving parts, installing parts, doing a DCR inquiry and deleting faults.

**NOTE:** This is a multiple task using a previously learned task of deleting faults.

1. As previously noted, students couldn't delete the fault **"Seat Torn"** for **D1** due to parts being on requisition.
2. Students will receive the part. They will need to know the document number. Students will do a **DCR Inquiry by ADMIN NUMBER**, and get the document number. **MENU: B-4-3**
3. DOC # is 5191-0026
4. Students will do the receipt process for this document number. **MENU: B-1**
5. Students will install the part by document number. **MENU: I-4-2 parts install will delete fault automatically**
6. Students will delete fault. **MENU: I-3-2**

**NOTE: STUDENT DISCUSSION**

- a. Note the sequence of events that must take place!
  - b. What happens if we don't install the parts? **The equipment stays in "C" status; collects down time.**
  7. Students will print a parts received not installed report. **MENU: K-3-2**
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**NOTE:** Ask students when this report is run, and what actions are taken? **Normally on a weekly basis or more; have the parts installed, physically and on the computer unless they are a partial issue.**

8. Students will do a DCR Inquiry by NIIN for NIIN **002882692**, and find **D6**. Write down the document number: **5207-0085**.

9. Students will take actions as previously discussed to receive, install the part, and delete the fault.

**NOTE:** Quantity is **4 ea.** for this part!

**TASK 6:** Request repair parts, and post status.

**ACTION:** Students will request repair parts, and post status to parts on the DCR.

**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully requesting repair parts, and posting status to the DCR.

1. Previously, the students gave **D6** a maintenance fault for a leaking radiator hose. Students will order the repair part.

2. At the Request Process, **MENU: A-1**, students will order:

NIIN: 000017854.

1 ea.

PRIORITY: 02

NMCS: YES

WILL UNIT DEPLOY: NO

HIGHLIGHT FAULT: Radiator Hose Leaking

WALKTHRU: NO

3. Students will now order a PLL stocked item. Request the following part for D20:

NIIN: 000040761

2 ea.

**NOTE:** PLL QTY OH: 4, LOCATION: 1AC21

Message at bottom of screen to issue, from - to.

**NOTE: STUDENT DISCUSSION**

a. What happens when you order a PLL part? **The part is automatically re-ordered**

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- b. What status (NAR) does the equipment go to when the part is requisitioned? **1**
  - 4. Students will inquire on status of a repair part.
  - 5. Student will do a DCR Inquiry for **D13S**, Document Number: 5207-0029.

**NOTE: STUDENT DISCUSSION**

- a. Ask the students what the current status is. **BA 95209.**
- b. Ask the students what BA stands for by looking it up in the supply update. **Processed for shipping.**
- c. Ask the students what the make up of a document number is. 5207 is the julian date, 0029 is the serial number. Ask the students where the serial numbers come from. **Property book**
- d. Ask the students where the status comes from. **From the SSA daily disk, or from LIF.**
- e. Discuss LIF with the students. **ASL-vs-NSL**
- 6. Students will do a manual status on D32S, 5207-0058, Pin Stri.
- 7. **MENU: B-2-1** (supply status) When DOC ID code comes on screen (AE1) press enter. Enter status code of **"BB"**, no ship date.
- 8. Students will do a DCR inquiry on this part and check to ensure status was posted.

**NOTE: STUDENT DISCUSSION**

- a. By posting the status of "BB", what did this update? **5988E, DOC REG, NMC Report, 026/003**
- b. What does BB stand for? **Backordered**
- 9. Explain the automated process of updating parts status. **MENU: B-2-1**

**TASK 7:** Request AOAP Sample, Maintenance Request, and print the component EDF file.

**ACTION:** Students will request an oil sample for a component, and request DS maintenance for a piece of equipment.

**CONDITION:** In a classroom environment given ULLS-G and resources.

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**STANDARD:** Proficiency will be demonstrated by the student successfully requesting an AOAP sample, and requesting a maintenance request for a piece of equipment. Students will successfully post a job order and status to the equipment. Student will print the component EDF file.

1. As stated earlier **D51** was reported to have a head gasket leak. Before you request a maintenance request, you want to ensure that the fault is valid.

**NOTE: STUDENT DISCUSSION**

- a. What document tells you what equipment must be enrolled? **Maint. Update, chpt. 4, and TB 43-0210**
  - b. Where do you keep the completed lab slip (5991-E)? **DA PAM 738-750, para. 4-8**
  - c. How are special samples done on the ULLS computer, and how do we mark special samples? **By component. IAW DA PAM 738-750, para. 4-5.**
  - d. What types of samples do you do? **Routine and Special**
  - e. How often are samples pulled?
    1. Tactical vehicles: **90 days/ 100 hrs, para 4-12**
    2. Generators: **90 days/ 50 hrs, para 4-15**
    3. Combat vehicles: **60 days/ 25 hrs, para 4-11**
2. Do a special sample for the engine on D51.  
**MENU: K-1-3**

**NOTE:** After the 5991-E has been printed, discuss what would happen with the sample. Tell students that the headgasket leak is confirmed with a 3254-R from the lab (**DA PAM 738-750, p 81**).

3. Students print the **EDF file for admin number with components**. Explain that this printout is useful to bounce off the AOAP lab master printout. **MENU: K-8-2**
  4. Students will do a maintenance request for **D51**, and job order the vehicle for the leaking headgasket.  
**MENU: L-2-1**
  5. Maintenance request by admin number.
    - a. Highlight headgasket leaking
    - b. Type maint Req.: 1
-

---

c. Pri: 02

6. Two 5990-E, and one 5988-e will be printed. Discuss these forms and their disposition. Students will sign the 5990-E's as if they were going to turn them in.

**NOTE:** Have student break down the meaning of the ORGWON

<b>UIC</b>	<b>NMC</b>	<b>YR</b>	<b>SEQ #</b>
W33U1C	0/1	5	000056

**0: NMC Reportable**  
**1: NMC Not Reportable**

7. Students will Send SAMS Transactions, **MENU: L-1-1**

- a. Insert disk
- b. Print report, SAMS Transactions
- c. Discuss **XMK:** parts  
**XMJ:** Deadlined faults  
**XML:** Unopened DS work orders

8. Students will look at the Maintenance Request Register and find **D51** to look at the status. Note **D6** previously put in there for the radiator hose.

9. Students will do a manual status update for **D51. MENU: L-3**

- a. Use the ORGWON on the 5990-E, and update to "A" status, with a support work order number of M4DRAA500001.

10. Students will look at the Maintenance Request Register to view changes.

**NOTE: STUDENT DISCUSSION**

- a. Discuss how to read a support work order number:

<b>SPT UIC</b>	<b>PARENT WO</b>	<b>YR</b>	<b>SEQ #</b>
M4DRA	A	5	00001

- b. What other reports are updated after the update process? NMC Report, Maint. Req. Reg., AMSS/026 Rpt.

- c. How often is status at support maintenance updated?  
Daily

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**TASK 8:** Print service schedule, and perform a service on a

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piece of equipment.

**ACTION:** Students will print a service schedule (by admin number), and perform a service on the ULLS computer.

**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully printing a service schedule and performing a service.

1. Students will go to the menu (K-5), and see the different ways a service schedule can be obtained.

**NOTE:** Discuss the different uses of these schedules, ie.. date range- used for a 3 mos outlook to give to the training NCO to post service to the unit training schedule.

2. Students will print a service schedule for **D10**.

**MENU: K-5-1**

- a. What types of service are scheduled? **S, A, Z, L**

3. Students will perform the **"S"** service for **D10**.

**MENU: I-5-1**

4. Post the mileage using the service printout.

**NOTE: STUDENT DISCUSSION**

- a. What happens after you post the service? automatically schedules the next service.

5. Students will go back and check the service schedule for **D10** and note the changes. **MENU: K-5-1**

**TASK 9:** DCR Inquiry, post DCR with receipts, and status, print PLL list, and 0 Balance Report.

**ACTION:** Students will perform DCR inquiries, post the DCR with receipts, and status, print the PLL List, and print the 0 Balance Report.

**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully printing a PLL List, 0 Balance Report, and post the DCR with receipts and status.

1. Students will go to DCR Inquiry option, **MENU: B-4**, and discuss the many options to do a DCR Inquiry.

**NOTE: STUDENT DISCUSSION**

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- a. Discuss when to purge Document Register. **Monthly**
  - b. How long is the DCR filed? **2 yrs.**
  - c. What would you use an open DCR for? **When doing the SSA RECON**
  - d. What manual form did the DCR replace?  
**DA FORM 2064**
2. Students will do receipt process for Document Number **5207-0064**, received 4ea. **MENU: B-1**
  3. Note the message at the bottom of the screen.
  4. Students will do a receipt process for **5213-0026**, received 1 ea.
  5. Students will do a DCR inquiry by admin. number for **D6**, and print the report.
  6. Students will print a PLL Listing (without demand data). **MENU: C-3** Discuss all stock codes: DS, CS, NS, MS, RI

#### **NOTE: STUDENT DISCUSSION**

- a. Who approves other than CS lines? **First General Officer Level in the chain of command, AR 710-2-1, para. 8-4, and AR 710-2, para. 2-21.**
- b. How many lines are authorized in a PLL?  
**300 lines, 710-2-1, Chapter 8**
- c. What is a PLL Recon, and when is done? It is a process to ensure that all requisitions on the DCR match the requisitions as shown on the RECON from the SSA. It is done every two weeks, with one done for record.
- d. When would you do a Face-to-Face with the SSA?  
When you don't match with a 90% accuracy

**TASK 10:** PLL Demand Analysis, Excess Management Report, Deleting and updating a PLL Line.

**ACTION:** Students will perform the PLL Demand Analysis, print the excess management report, delete and update a PLL line.

**CONDITION:** In a classroom environment given ULLS-G and resources.

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**STANDARD:** Proficiency will be demonstrated by the student successfully printing a Demand Analysis Report, Excess Management Report, and by deleting and updating a PLL line.

1. Students will run the monthly Demand Analysis Report.

**MENU: C-5.** Students will watch the prompts at the bottom of the screen for the various stages of the report.

**NOTE: STUDENT DISCUSSION**

- a. What does this report do? It will **recommend** Additions/ Deletions to the PLL, and will **Increase/Decrease** authorization levels for the PLL with the exception of RI items.
- b. What report should be run following the Demand Analysis? **The Excess Management Report. This will help the clerk determine the excesses due to the adjustments from the demand analysis.**

2. Students will delete a PLL Line. **MENU: C-8.**  
Delete the following line: 002236534.

**Students should note that all OH/Due-in must be 0 before you can delete line.**

**NOTE:** Explain to students to delete a line, you must change the stock code to NS, cancel all due-in, turn in on hand balance, then delete the line.

3. Students will update a PLL Line. **MENU: C-7** Update the following line: 000209973. The demand analysis deleted two, and only one is currently authorized. **One is not acceptable.** Change the auth. qty. to three. You have also scrounged two today. Update the number of demands and quantity to three. **Commanders password is D1.**
4. Students will update the following line: 003923583  
Change the stock code to DS, authorized to two.  
Explain that the increase will automatically be reordered.

**TASK 11:** Request cancellation, order parts, print the Commanders Exception Report  
/Financial Report, Send Transactions to SOS, and post status to the DCR  
(AUTOMATED).

**ACTION:** Students will request cancellation for a part, order required parts, print the commanders exception report, and send transaction to SOS.

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**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully  
cancelling  
a part, ordering parts, printing the commanders exception report, and  
sending  
transactions to SOS on a diskette.

1. Students will request a cancellation for the following  
NIIN: 000402173. **MENU: A-5**
2. Student will need a document number, and should do a DCR  
inquiry by NIIN. The inquiry will give them the  
following document number: 5212-0028.
3. Students will cancel 1 ea.

**NOTE:** Discuss the Post to Post request for issue, and when  
it is used.

4. Students will order parts. Prior to ordering parts, the  
students will do the **PLL/DCR Recon**. Ensure they watch  
the bottom of the screen for the processing notes.
5. Students will now run the Commanders Exception Report.  
**MENU: A-4**

**NOTE: STUDENT DISCUSSION**

- a. What is on this report? **All parts over \$500., and  
all high priority parts 01-06.**
  - b. How many times can you run this report? **One**
  - c. What is the disposition of this report? **It is  
filed for two years as part of the DCR**
  - d. Who signs the report? **The commander or their  
designated representative**
  - e. Discuss the financial transaction report; page two  
of this report. **It shows all requisitions and how  
much was spent (TOTAL).**
6. Students will send transaction to SOS. **MENU: A-9-1/2**  
Previous transaction is for a backup.

**NOTE:** Ensure students know what the message, "**review UND  
A/B**" at the bottom of the screen means.

7. After the disk is run, have student review the supply  
transaction report that is printed. It is note worthy  
to see how many transaction transpired, and ensure the  
SSA runs the same amount of transactions.
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**NOTE:** Ensure students are aware of previous transactions, and what it is used for. This is used for a backup copy of the disk just run. Discuss how to label diskettes.

8. Students will go through the motions to post status to the DCR (Automated). **MENU: B-3**

**NOTE: STUDENT DISCUSSION**

When status is posted using the automated process, what is updated in the ULLS? **5988E, DCR, Non-mission capable report, AMSS reports.**

**TASK 12:** Deconfigure / Reconfigure a system.

**ACTION:** Students will Deconfigure a system, and reconfigure a system.

**CONDITION:** In a classroom environment given ULLS-G and resources.

**STANDARD:** Proficiency will be demonstrated by the student successfully deconfiguring and reconfiguring a system.

1. Students will deconfigure a system. **MENU: J-1-4.**
2. Highlight **D11C**, press **F3** to deconfigure, **Y**-your sure, **Y**- still maint. significant
3. Type the **ESC** key, do the same for **D12C**.
4. Stay on **D12C**, type the **F4** key to configure, type in **D11C**, and then **ESC**.
5. Highlight **D11C**, **F4** to configure, type in **D12C**.

**NOTE: STUDENT DISCUSSION**

Why would you use deconfigure/ reconfigure? **This would be used if you had two systems deadlined and needed to bring one up.**

**TASK 13:** Update AMSS authorizations, and process AMSS Reports.

**ACTION:** Students will update AMSS Authorizations and process AMSS reports.

**CONDITION:** In a classroom environment given ULLS-G and resources.

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**STANDARD:** Proficiency will be demonstrated by the student successfully updating AMSS authorizations, and printing AMSS Reports.

1. Students will update an AMSS authorization.

**MENU: M-5-1**

2. Press **<CTRL-HOME>** to clear data fields
3. In the **UIC field**, type in W33U1C
4. **Press tab** to move to the EIC and key in EGG.
5. In the **DODAAC field**, type in W45U7D
6. Quantity: 1
7. QTY RQD: 1
8. QTY OH: 1
9. QTY Short: 0
10. Key in A for the command block and press enter.
11. Print AMSS Authorizations. **MENU: M-2**

**NOTE:** This report must be updated every time a piece of equipment is transferred, assigned, initialized or received.

12. Students will import AMSS reports to the console. Instructor will discuss the contents of each report.
  - a. Rollup by UIC
  - b. Rollup by EIC
  - c. Class IX Failure Data by Admin Number
  - d. Non-Mission Capable Report
  - e. System Status Summary
  - f. Equipment Exception Report
  - g. Projection Report

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**Feedback  
Requirements**

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**SOLUTION FOR  
PRACTICAL EXERCISE 2**

**Appendix D Student Handouts (N/A)**